**Request for Quotation**

**RFQ FY19 – 27**

**PROVISION OF**

**Data hosting and analytics/forecasting services to demonstrate the usefulness of sensor network technologies, weather data and Earth Observation data in the production of cacao in Colombia**

Please respond by **12.00hrs 29 November 2018**

1. **INTRODUCTION**

**SATELLITE APPLICATIONS CATAPULT**

The Satellite Applications Catapult is an independent innovation and technology company, created to foster growth across the economy through the exploitation of space. We help organisations make use of and benefit from satellite technologies and bring together multi-disciplinary teams to generate ideas and solutions in an open innovation environment.

The Satellite Applications Catapult and the Manufacturing Technology Centre (MTC) are collaborating on the creation of the COLombian COcoa (COLCO) control system, which will help increase the volume and quality of cocoa produced in Colombia. The COLCO project is aligned with the vision of many governmental and research organisations in Colombia, such as the Productive Transformation Program for Colombia from the Ministry of Commerce, Industry and Tourism (MinCIT) of Colombia:

*“To be leaders in the production and sale of cocoa and its derivatives in the region and to be a leading export platform towards regions of high potential; being an engine for job creation and sustainable development, environmental and economic.”*

The Catapult is opening this opportunity to interested UK parties, who wish to support the demonstration of how Earth Observation (EO) and in-field sensor networks (e.g. soil moisture measurement, weather stations) can be coupled with web/mobile phone applications and expert knowledge to deliver improved cacao farm management. The successful applicant will work with the consortium of UK- and Colombia-based partners to design, develop and deliver a demonstration of how a solution would work within and enhance the COLCO system offering.

1. **PURPOSE OF THIS DOCUMENT**

The purpose of this request is for the Satellite Applications Catapult to receive sufficient information from potential Suppliers interested in supplying the specified requirements and to allow an assessment to be made of their capacity and suitability to supply the goods and/or services specified.

Please respond in the format presented. Responses should contain:

1. Information relating to requirements detailed in Annex A and evaluation criteria in Section 9 of this document
2. Supplier Organisational information (Sections A&B);
3. Provision of commercial and pricing Information (Section C).
4. Completed Data Protection Questionnaire (Section D).
5. **SPECIFICATION OF REQUIREMENTS**

Refer to the requirements detailed within in **Annex 1** which details the requirements.

1. **AWARD TERMS**

Any Contract awarded will be let based on the Satellite Applications Catapult’s provided terms and conditions (see **Annex 2**). Terms and conditions will not be amended after the contract award has been made. **Any questions regarding terms and conditions should be made in writing before the closing date for responses to this RFQ**. For the avoidance of doubt, all Foreground intellectual property created pursuant to the subsequent award shall be owned by the Satellite Applications Catapult and/or the project funder, Innovate UK.

1. **CLARIFICATION QUESTIONS**

The Catapult will not enter detailed private discussions regarding the goods or services. Clarification questions about the procurement should be submitted through the procurement@sa.catapult.org.uk email address by **12:00hrs on 19 November 2018**. Please use the following reference when submitting questions related to this RFQ: **RFQ-FY19-27**.

Answers to all clarification questions will be issued to all vendors who signal their intent to respond, by **close of business on 21 November 2018**.

1. **CONFIDENTIALITY**

All information provided in this document shall remain confidential between the Supplier and the Satellite Applications Catapult. The Satellite Applications Catapult will not share this information with any other organisations or Public Bodies without the permission of the Supplier.

1. **DISCLAIMER**

The Satellite Applications Catapult reserves the right to award a contract to any or no Vendor responding to this invitation, and to amend any information or any requirements contained in the documentation. Suppliers should form their own conclusions about the methods and resources needed to meet these requirements.

The documentation and the information contained within it are the property of the Satellite Applications Catapult; all rights, including intellectual property rights, are reserved.

Suppliers may withdraw their responses at any time prior to accepting the notification of award by sending a notice of withdrawal to the Satellite Applications Catapult.

The Satellite Applications Catapult shall observe all its obligations under the General Data Protection Regulations (GDPR) and associated legislation which arises in connection with this tender.

Any expenditure, work or effort undertaken by your Company prior to the award of a contract is a matter solely for your Company’s own commercial judgement.

1. **TIMETABLE**

The indicative timetable is set out in the following table:

|  |  |
| --- | --- |
| Deadline for receipt of questions | 12:00hrs **19 November 2018** |
| Issue of Question & Answer documentation | **21 November 2018** |
| Deadline for receipt of proposals  | 12:00hrs **29 November 2018** |
| Notification of award decision | **03 December 2018** |
| Purchase Order awarded | **03 December 2018** |
| Works Completed by | **March 2020** (see below) |

The exact timescale of the work will be defined in the lead up to the second in-country visit of the UK partners, scheduled to happen in Q1 of 2019. Provisionally, it is expected that the work will be carried out from December 2018 throughout most of the duration of the project (the project ends in March 2020).

IMPORTANT NOTE: No extensions to the deadline for responses will usually be granted with very limited exception to situations where a Bidder finds themselves seeking to request an extension due to reasonable extenuating circumstances, those circumstances being beyond the Bidder’s control and unforeseen to them.

1. **THE EVALUATION APPROACH**

The Award will be based upon the assessment made by the Satellite Applications Catapult of the information submitted by vendors responding to the requirements, outlined within Annex 1. The Table below contains a list of all criteria which will be used to evaluate responses:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Max score available** | **Explanation –**  |
| **Experience & relevance** | **30** | To be considered for this project, applicants will need to demonstrate:* expertise in the ingestion, use and visualisation of in-field data.
* expertise in securely hosting large amounts of data and applying analytics and forecasting algorithms on the data.
* ability to create simple yet effective visualisations of multiple types/sources of data.
* a track record in developing and designing mobile phone/web applications.
* a history of work in overseas agricultural sectors, especially in production (e.g. yield estimation).
* experience in planning and delivering training to end users of any applications you have developed.

Please provide details using specific examples where your entity has had a key role in projects related to the areas detailed above. Please also provide details of the types of issue(s) you have encountered on similar projects referenced and how you resolved them.Please provide details on the relevance of the project and working in Colombia to your company, and why you are interested in co-investing in this opportunity. |
| **Staffing & management** | **30** | Please provide an overview of your proposed management & team structure indicating how the project will be resourced.Please provide details of the proposed project lead for this project, this should include the following details:* Name,
* Relevant project experience,
* Level of education including membership of Professional Organisations

Please provide details of other proposed project staff for this project, this should include:* Name,
* Relevant project experience,
* Level of education including membership of Professional Organisations

 Please provide details of any sub-contractors or non-directly employed staff proposed to be used on this project. |
| **Project plan** | **10** | Please provide a detailed plan as to how the project will be delivered, stating the resources required from yourselves and the Catapult as well as the major dependencies, risks and their mitigations you will take to reduce them  |
| **Cost** | **30** | Please provide the pricing information detailed in section C.The Vendor which provides the lowest price the Services detailed in Annex 1 will be given the maximum score available (30). Other Vendors’ higher prices will be awarded a proportionality lower score based upon their higher prices.**Please note, offers more than £90,000 after vendor contributions are factored in will not be evaluated** |
| **Total** | **100** |  |

**You should submit a response to this invitation addressing the requirements above and those detailed in Annex 1. Tenderers should supply a response no more than 5 pages in length (excluding your submissions relating to Sections A to D).**

**Following the submission of proposals, an evaluation panel made up from members of the projects team will review and score them in accordance with the criteria above.**

The vendor who achieves the highest overall evaluated score will be nominated as Preferred Supplier and issued with a contract based upon the Catapult’s Standard terms & Conditions for the Supply of Goods & Services (Annex 2). **This contract will be from December 2018 until the end of the project in March 2020.**

1. **RESPONSE REQUIREMENTS**

Please use this document, including all the attachments to return by email to procurement@sa.catapult.org.uk by **12.00 on 29 November 2018**.

|  |  |  |
| --- | --- | --- |
|  | **Supplier** | **Buyer** |
| Company Name:- |       | Satellite Applications Catapult Ltd |
| Contact Name:- |       | John Thompson |
| Telephone Number:- |       | 07889 152567 |
| Email Address:- |      @      | procurement@sa.catapult.org.uk  |
| Position within the Company |  | Procurement Manager |
| Persons authorised to sign on behalf of the Company |  | Stuart Martin – CEO |

**SECTION A** – **SUPPLIER** **ORGANISATION** **INFORMATION**

Please ensure that you complete the questions relevant to your organisation.

|  |  |
| --- | --- |
| **A1** | Full name of the organisation submitting the quotation |
|  |
| **A2** | Please confirm the status of the Supplier to be considered: |
|  | *A response to this question is for the Catapult to understand the Supplier.* |
| **A** | Your organisation is bidding to provide the services required itself |  |
| **B** | Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services *(If yes go to question A3)* |  |

|  |  |
| --- | --- |
| **A3** | If your answer to **A2** was **b**, please indicate in the table all sub-contractors or members of the consortium which will be responsible for each element of the requirement.  |
|  | *If you have answered ‘yes’ to question b or c, please response to this question.*  |
| Element of Requirement | Company / Organisation | How much of the requirement will they directly deliver (%) |
|  |  |  % |
|  |  |  % |

|  |  |
| --- | --- |
| **A4** | Details about the organisation named in A1: |
| **A** | Company Registration Number |  |
| **B** | Date of Registration |  |
| **C** | Registered Address |  |
| **D** | Annual turnover |  |
| **E** | VAT Registration Number (if applicable) |  |
| **F** | Please select the legal status of the organisation applying  | 1 | a public limited company | [ ]  |
| 2 | a limited company | [ ]  |
| 3 | a sole trader | [ ]  |
| 4 | a partnership | [ ]  |
| 5 | a Limited Liability Partnership | [ ]  |
| 6 | a consortium | [ ]  |

|  |  |
| --- | --- |
| **A5** | Conflicts of Interest/Related Parties |
| Is there any other work being undertaken or likely to be undertaken by your organisation (or consortium) which could give rise to a conflict of interest? If Yes please provide details below |
| Is your organisation, or are any members of your organisation, *related parties* to any members of the Satellite Applications Catapult? (A *related party* could be a family member, relative, friend, prior business supplier or related corporation)  |

**SECURITY REQUIREMENTS**

|  |  |  |
| --- | --- | --- |
| **A6** | Do you have a company representative who is responsible for security | [ ]  Yes[ ]  No |
| **A7** | Does your organisation operate an Information Security Management system certified to International, European or equivalent standard (e.g. BS EN ISO 27001) or is your company certified to Cyber Essentials Plus? | [ ]  Yes[ ]  No |
| **A8** | If you have answered “Yes” to the above, please provide: | Name and approval certificate Number |  |
| Certificate Expiry Date |  |
| **A9** | Please self-certify that your organisation has an in-house policy for the management of information security that fully complies with current legislative requirements. | [ ]  Yes[ ]  No |
| **A10** | Has your organisation (or any member of your proposed consortium, if applicable) Directors or partner or any other person who has powers of representation, decision or control been convicted of any offences (if yes please provide details in separate annex) | [ ]  Yes[ ]  No |

**SECTION B – RESPONSE REQUIREMENTS**

This section seeks to understand how your organisation can meet the requirements of the User Requirement Specification

|  |  |
| --- | --- |
| **B1** | User Requirement Specification  |
| Please confirm you have attached your organisations response to the Specification of Requirements (Annex 1).  |  |

|  |  |
| --- | --- |
| **B2** | Indemnity and Liability Provision |
| Please confirm your organisation insurances: |
| Professional Indemnity - £5m |  |
| Employers Liability - £5m |  |
| Public/Products Liability - £5m |  |

**SECTION C – COMMERCIAL AND PRICE INFORMATION**

The following section outlines the commercial and price offer based on the User Requirement Specification.

|  |  |
| --- | --- |
| **A. Personnel Rate card for contract period** | **Rates** |
| **Hourly** | **Daily** |
|  |
| *Insert Resource #1 type & description of activities* |  |  |
| *Insert Resource #2 type & description of activities* |  |  |
| *Insert Resource #3 type & description of activities* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |  |  |
| **B. Equipment Costs**  | **Unit price**  |  |
| *Please detail the costs of any equipment which will be required to*  |  |  |
| *fulfil the services during the contract period.*  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **C. Costs for completing the scenario**  | **Qty** | **Unit Cost** | **Total Cost** |
| *Please insert all Resources/equipment (see above) and or any*  |  |  | £0.00 |
| *other costs required to complete the advertised*  |  |  | £0.00 |
| *scenario.*  |  |  | £0.00 |
|   |  |  | £0.00 |
|   |  |  | £0.00 |
|   |  |  | £0.00 |
| **TOTAL COST (Before Vendor Contribution):** |  |  | **£0.00** |
| **Contribution from Vendor:** |  |  |  |  |
| Please provide details of the contribution you intend to make to ensure the total value paid by the Catapult is less than the stated sum | **£0.00** |
| **TOTAL COST (After Vendor Contribution)-sum to be evaluated:** | **£0.00** |
| **For the avoidance of doubt: 1. The prices/rates quoted in this offer worksheet are exclusive of VAT. 2. The prices/rates should be based on an eight (8) hour working day. 3. Scenario cost to include travel & subsistence which shall be charged as detailed within ITT.** |

**SECTION D – DATA PROTECTION**

|  |  |
| --- | --- |
| **D1** | Data Protection  |
| Irrespective of whether you are successful in your tender and insofar as the tender includes personal data (as defined under GDPR), we would like to retain your contact details in the event that a suitable opportunity arises.  If you are happy for us to hold this information please tick this box.  |
| [ ]  Yes, we are happy for you to retain our tender for the purposes outlined above.[ ]  No, we are not happy for you to retain our tender. |
| Your information will only be held for 2 years from the date of conclusion of the tender process.  You are able to withdraw consent at any time by contacting procurement@sa.catapult.org.uk and your refusal to consent will in no way affect this tender process.  |

|  |
| --- |
| UNDERTAKING |

To be signed by an Officer of the Supplier’s Company in their own name on behalf of the Company.

I certify that the information provided is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the Request for Quotation.

|  |  |
| --- | --- |
| **Signed for and on behalf of the Company****SIGNATURE** |  |
| **Name of person signing on behalf of the Company****PRINT** |  |
| **Position in the Company****PRINT** |  |
| **Company’s name and address****PRINT** |  |
| **Date** |  |

**Annex 1**

**Requirements.**

The Satellite Applications Catapult and the Manufacturing Technology Centre (MTC) are collaborating on the creation of the COLombian COcoa (COLCO) control system, which will help increase the volume and quality of cocoa produced in Colombia. The COLCO project is aligned with the vision of many governmental and research organisations in Colombia, such as the Productive Transformation Program for Colombia from the Ministry of Commerce, Industry and Tourism (MinCIT) of Colombia:

*“To be leaders in the production and sale of cocoa and its derivatives in the region and to be a leading export platform towards regions of high potential; being an engine for job creation and sustainable development, environmental and economic.”*

The Catapult is opening this opportunity to interested UK parties, who wish to support the demonstration of how Earth Observation (EO) and in-field sensor networks (e.g. soil moisture measurement, weather stations) can be coupled with web/mobile phone applications and expert knowledge to deliver improved cocoa farm management.

The successful applicant appointed as a result of this RFQ will work with the consortium of UK- and Colombia-based partners to design, develop and deliver a demonstration of how a solution would work within and enhance the COLCO system offering. As part of the project, the COLCO system will be advertised through news articles, workshops and conference/meeting presentations.

This RfQ pertains to the creation of a secure data hosting platform, and the performance of analytics/forecasting on the collected data. The data used within the final platform could come from a wide range of sources, including, but not exclusively:

* in-field sensors,
* EO imagery, and;
* non-digitised data (e.g. paper invoices).

Due to the potentially sensitive nature of the data that would be available, the successful applicant will need to sign confidentiality agreements with the data providers. These agreements will be formulated at a later point in the project but at a high level will need to satisfy a requirement to hold all data, with access restricted as necessary.

It is envisaged that data analytics/forecasting for the project will be performed on the data generated from the test locations selected in the project, with the ultimate aim of improving cacao yield. The results of these analyses, along with the collected data, would need to be visualised in a user-friendly way in a web/mobile phone application, thus enabling end users to make informed farm management decisions.

We are looking for a UK partner with leading expertise in the areas listed below to join this collaboration to help design and develop this part of the COLCO system between December 2018 and March 2020. The successful applicant will be provided with further details about the project and be invited to contribute to the COLCO system solutions, which have the potential to help many entities across the cocoa supply chain in Colombia.

The types of expertise we deem relevant for this project are as follows:

* Creating and maintaining secure data hosting platforms.
* Ingestion and fusion of data from multiple sources, e.g. Earth Observation, weather stations/weather feeds and in-field sensors/devices.
	+ Some of the data held in Colombia which is relevant for the COLCO project are not digitised (e.g. paper records, maps, etc.), hence proven capabilities to deal and ingest data in such formats is a plus.
* Data analytics and forecasting, especially in the agricultural sector (e.g. yield prediction, pests and diseases modelling, monitoring and forecast of growth anomalies, water availability and soil deficiencies, etc.).
* Mobile phone/web application development and design.
* Visualisation of multiple types/sources/layers of data in a single user interface.
* Track record of work done overseas, especially in agricultural sectors in production. It is an advantage if the applicant has experience working in the cacao industry.
* Service delivery.
* Training/workshop planning and delivery (e.g. showing stakeholders how to operate developed phone/web apps).

The funding available for this opportunity is up to **£90,000**, with an expected additional in-kind contribution of up to 20% of total project costs. Due to the nature of the funding received for the COLCO project, in-kind contributions are being made by all project partners.

 The successful applicant will accompany the UK partners on requirements-gathering, service design and validation trips to Colombia, the next of which will be in Q1 of 2019, where meetings with Colombian partners will be held. The successful applicant will also need to cover their travel and accommodation costs for the trips to Colombia, either through their in-kind contribution or through the funding available through this RfQ (i.e. no supplementary travel funds are available).

If you are interested in responding to this opportunity to join our collaboration, and have the experience deemed to be relevant, please supply a response of no longer than five pages in length detailing the following:

Your application will be scored against the evaluation criteria detailed in Section 9 of this RFQ document.

Please supply your response no later than **12:00hrs on 29 November 2018** to: procurement@sa.catapult.org.uk

**Annex 2**

**Catapult Terms & Conditions**

Please see separate document